



FEMA

Fact Sheet

Continuity Excellence Series

FEMA launched the Continuity Excellence Series professional certification program Level I - Professional Continuity Practitioner, and Level II - Master Continuity Practitioner in April, 2008. The professional certification program was designed to help create a highly qualified corps of continuity professionals throughout the federal government, and among our partners at the State, local territorial, and tribal governments. To obtain either the Level I or II Certifications, candidates must complete a rigorous program consisting of both coursework and practical application.

Continuity Excellence Series Level I

- **IS 546: COOP Awareness Course**
- **IS 547: Introduction to COOP**
- **IS 242 or equivalent E/L course: Effective Communication**
- **E/L 548: COOP Manager's T-t-T Course or E/G/L 549: Continuity of Operations (COOP) Program Manager Course or University of Maryland Courses**
- **E/L 550: COOP Planner's T-t-T Workshop**
- **IS 100: Intro to Incident Command System (ICS) or ICS 100: Introduction to Incident Command System (ICS) or ICS 200: Incident Command System (ICS) for Single Resources and Initial Action Incidents**
- **IS 230 or equivalent E/L course: Principles of Emergency Management**
- **IS 700.a: Intro to National Incident Management System (NIMS) or IS 700**
- **IS 800-B: A National Response Framework (NRF), An Introduction**
- **E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP Exercise Design/Development T-t-T Course**
- **Complete attendance in continuity exercise Determined Accord**
- **** NARA/CoSA Vital Records Training (optional, recommended)**

Continuity Excellence Series Level II

- **Applicants must attain a Continuity Excellence Series – Level I, Professional Continuity Practitioner**
- **IS 130: Exercise Evaluation and Improvement Planning or E132 (limited to EMI Resident MEPP candidates) or G130: Exercise Evaluation**
- **IS 240 or equivalent E/L course: Leadership and Influence**
- **E/L 551: Devolution Training**
- **E/L 156: Building Design for Homeland Security T-t-T Course for Continuity of Operations or E/L 155: Building Design for Homeland Security**
- **E/L 262: Instructional Delivery for Subject Matter Experts or G265: Instructional Delivery Skills (formerly G261: Instructional Presentation Skills)**
- ***** Instruct COOP Manager's T-t-T Course**
- ***** Facilitate COOP Planner's T-t-T Workshop**
- ***** Written Comprehensive Exam (150 questions) – Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements**
- ***** Contact FEMA NCP for more information**



Benefits

The Level I and II programs combine emergency management, continuity, leadership, and instructional development courses and opportunities to recognize those individuals committed to continuity planning and provide them with a wide variety of tools necessary to continue government operations and further efforts in continuity and emergency management in this day and age.

Recent Accomplishments

Since the inception of the program on April 16, 2008, 43 individuals have attained a Level I, Professional Continuity Practitioner and 5 individuals have attained Level II, the Master Continuity Practitioner.

COOP Awareness

IS 546 COOP Awareness Course

The one-hour Continuity of Operations (COOP) Awareness course is designed for all public sector employees. The course provides a fundamental understanding of COOP, terms, objectives, and benefits to public sector departments and agencies. It gives a brief overview of the elements of a viable COOP capability. This awareness course provides information on how a COOP event might affect employees, the department/agency and an employee's family. Both employees designated to be part of the Emergency Relocation Group (ERG) and those who are not will benefit from this course. The first lesson defines COOP, covers the basic concepts and benefits of COOP. Subsequent lessons explain the objectives of COOP planning and describe the basic elements of a viable COOP capability.

IS 547 Introduction to Continuity of Operations (COOP)

This five hour web-based course is designed for a broad audience - from senior managers to those involved directly involved in the continuity of operations (COOP) planning effort. The course provides a working knowledge of the COOP guidance found in Federal Continuity Directive 1, "Federal Executive Branch National Continuity Program." The course provides activities to enhance your continuity of operations program.

IS 242 Effective Communication

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner and responder. This course is designed to improve your communication skills. It addresses: basic communication skills, how to communicate in an emergency, how to identify community-specific communication issues and using technology to as a communication tool, effective oral communication and how to prepare an oral presentation.

E/L 548 COOP Manager's T-t-T Course

This course is designed to provide continuity of operations training for Program Managers. The course identifies the processes, resources and tasks necessary to implement and manage a successful continuity of operations program.

E/L 550 COOP Planner's T-t-T Workshop

The goal of this workshop is to provide you with the tools and hands-on experiences necessary to improve your departments' or agencies' Continuity of Operations plans. This includes identifying areas requiring more detail in your current continuity of operations plan and develops a strategy or strategies for resolving them.

IS 100 Introduction to Incident Command System

This course describes the history, features and principles and organizational structure of the Incident Command System (ICS). It also explains the relationship between ICS and the National Incident Management System (NIMS).

IS 230 Principles of Emergency Management

The goal of this course is to introduce you to the fundamentals of emergency management as an integrated system, surveying how the resources and capabilities of all functions at all levels can be networked together in all phases for all hazards.

IS 700 National Incident Management Systems (NIMS)

This course explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an





opportunity to complete some planning tasks during this course.

IS 800-B National Response Framework

This course introduces participants to the concepts and principles of the National Response Framework. The course also describes the roles and responsibilities of entities as specified in the National Response Framework.

IS 139 or E/B 136 Exercise Design

This course is designed to introduce you to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for your organization. It also addresses the value of conducting exercises.

Determined Accord

The goal of the Determined Accord tabletop exercise is to assist in increasing a department or agency's continuity readiness for a pandemic event. It also focuses on mitigating vulnerabilities during a continuity influenza pandemic outbreak and identifying gaps or weaknesses in pandemic planning in organization continuity plans, policies and procedures.

Emergency Planning and Response for Vital Records and Essential Information

This course provides the knowledge and skills required to identify, protect and make readily available the vital records in the event of a disaster, as well as incorporate records emergency planning into agency continuity plans.

IS 130 Exercise Evaluation and Improvement Planning

This course introduces the basics of emergency management exercise evaluation and improvement planning. It also builds a foundation for exercise evaluation concepts as identified in the Homeland Security Exercise and Evaluation Program (HSEEP).

E/L 262 Instructional Delivery for Subject Matter Experts

This course is designed for Subject Matter Experts. Participants will learn how to account for room design, material organization and the impact of the instructor/presenter on the environment.

IS 240 Leadership & Influence

This course is designed to improve your leadership and influence skills.

It addresses:

Leadership from within - How to facilitate change - How to build and rebuild trust - Using personal influence and political savvy

E/L 156 Building Design for Homeland Security

This course outlines a methodology to determine the risk of a building's critical functions and infrastructure against various terrorist threats and highlights applicable protective measures. The course considers Explosive Blast; Chemical, Biological, Radiological attacks and identifies protective measures for site and building design and layout. Guidance on electronic security systems is also provided.

E/L 551 Devolution Planning Workshop

The workshop is designed to provide you with the tools and hands-on experience necessary to develop your organization's devolution plans and procedures.

FEMA leads and supports the nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation, to reduce the loss of life and property and protect the nation from all hazards including natural disasters, acts of terrorism and other man-made disasters.

